

Chief, Management Staff

25 October 1957

Chief, Records Management Staff

Weekly Report - Week Ending 23 October 1957

1. Contributions

a. Tangible

- (1) Completed installing the Subject-Numeric Filing System in the Central Support Staff, OHR.  
*Current*
- (2) Completed 13 new and revised forms.
- (3) The Records Center received 153 cubic feet of inactive records and destroyed 29 cubic feet.

b. Intangible

None

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel - Project 85% complete.
- (2) Office of Operations, Contact Division - Project 40% complete. Review of records has been completed and revised records control schedule is in process.

b. Installation of Filing Systems.

- (1) OHR - Project is 15% complete. A meeting was held with the Area Records Officer and secretaries and principle clerks in the Services Division to train them in the Subject-Numeric System.
- (2) Office of Personnel - Files of the Personnel Procurement Division, Office of Chief, have been converted to the new system; folders and guides have been prepared and about 2 cubic feet of material has been recommended for retirement to the Records Center. In the Clerical Recruitment Branch, 2 cubic feet of material has been recommended for retirement.

c. Review of Schedules for Deposit of Vital Personnel Records.

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Available*

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14. Twenty-two new and revised forms in process.

- e. Forms Management Staff, Printing Services Division - Collection of forms has been completed and a total of 50 unofficial forms were found. Steps will now be taken to analyze these unofficial forms.
- f. Revised Dispatch Forms - Specifications have been completed for the revised forms. Final coordination is being obtained from DE/P, and the Offices of Communications, Logistics, and the Comptroller. A significant change in the revised form is its increase in size from letter to legal to reduce the number of second pages.
- g. Filing System Survey, Map Library Division, OHR - Data on the volume of files and their activity has been requested. Based on the receipt of this information and other factors, appropriate recommendations will be made for improving space layout and utilization.
- h. Review of requisitions for filing equipment and file supplies - Reviewed 7 requisitions for filing equipment and supplies. Disapproved 1 requisition for Varidex Guides.
- i. Shelf File Installations
  - (1) Office of Communications - Four installations under study.
  - (2) Finance Division, Office of the Comptroller - Area Records Officer and Finance Division Personnel are considering suggested shelf guides for use in 7½ section of open shelf filing equipment. Requisition for new equipment expected by 1 November.
  - (3) Biographic Register, OCE - Assisted in the preparation of final acceptance form for filing equipment and furniture. Installation finished except for replacement light fixtures.
- j. Space and Equipment Survey, Machine Records Division, Office of the Comptroller - The Machine Records Division returned to stock 15 units of safe type filing equipment in exchange for 15 units of non-safe equipment. Testing non-safe equipment for Tab Machine cards to further this process of exchange of safe equipment for non-safe.

3. Assignment - Inactive

- a. CI/OA Space Layout and Equipment Survey
- b. Industrial Register, Shelf file.
- c. Office of Security, Shelf file.

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4. News

- a. Seven members of the Records Management Staff and 13 other Agency people attended the Interagency Records Administration Conference on mail management sponsored by the National Archives and Records Service.



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